



DEVELOPMENT SERVICES DEPARTMENT

Administration (954-797-1101)

Planning & Zoning (954-797-1103)

Building & Occupational Licensing (954-797-1111)

Code Enforcement (954-797-1121)

Engineering (954-797-1133)

TOWN OF DAVIE

6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399

(954) 797-1000

COMMERCIAL SWIMMING POOL **CHECKLIST**

Required Submitted

- | | | |
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| _____ | _____ | PROPERTY TAX FOLIO NUMBER -AVAILABLE FROM Broward County Property Appraisers (On Tax Notice or Receipt) |
| _____ | _____ | IF SUITE/LAND IS LEASED: Owner or Managing Agent must provide notarized letter approving the proposed improvement(s). |
| _____ | _____ | COND/HOMEOWNERS ASSOCIATION APPROVAL LETTER (If governed by an Association Letter must state the Association is aware of the intended improvement(s)). |
| _____ | _____ | UTILITY EASEMENT AGREEMENT LETTERS - if fence location is on a utility easement) |
| _____ | _____ | 2 ORIGINAL SEALED SURVEYS - Not older than 2 years. |
| _____ | _____ | SITE PLAN - Approved by Town Council - Show all intended set backs of pool, deck and screen enclosure or fence. Also, indicate set backs from other existing structures.) |
| _____ | _____ | STRUCTURAL PLANS - Pool, Deck, Screen and/or Fence. (2 complete sets, sealed by an Engineer) |
| _____ | _____ | HRS APPROVAL: (Engineering Dept) 2421 SW 6 Avenue, Ft. Laud., FL 33315, (954) 467-4804 |
| _____ | _____ | DRAINAGE DISTRICT: (if fence is located on a Drainage/Lake Maintenance Easement) (Required only if structure is in easement) (Approval stamped on Location Plan)
■ CENTRAL BROWARD WATER CONTROL DISTRICT
■ SOUTH BROWARD DRAINAGE DISTRICT APPROVAL
■ TINDALL HAMMOCK APPROVAL |
| _____ | _____ | COMPLETED BUILDING PERMIT APPLICATION |
| _____ | _____ | COMPLETED FENCE/DECK/SCREEN PERMIT APPLICATION |
| _____ | _____ | COMPLETED PLUMBING PERMIT APPLICATION |
| _____ | _____ | COMPLETED ELECTRICAL PERMIT APPLICATION |
| _____ | _____ | NOTARIZED SIGNATURE ON ALL APPLICATIONS |
| _____ | _____ | CONTRACTORS - Write license #'s on all applications. A copy of all applicable licenses (Competency & Occupational) and original insurance certificates for Workman's Comp and General Liability. |
| _____ | _____ | 60 day pool inspection forms must be completed and in pool package before pool permit will be issued. (Please note the owner/contractor signature must be notarized. Also the pool contractor must sign form in designated area. |